



Greenpeace South Asia

## **POSITION: ACCOUNTS OFFICER**

**This position is only open to the candidates that have legal rights to live and work in Sri Lanka.**

This position is offered on a 12 month fixed term full time contract basis initially, with possibility of extension

Location: The position is hybrid (home-office). We offer competitive NGO level salary and benefits, the specifics of which depend on location where the successful candidates will be based. We aim to share this information with candidates before reaching the offer stage.

Greenpeace South Asia is a newly established regional office which is at the initial stage of development with an interesting portfolio of the countries. GPSA's environmental campaigns are focussed on just transition, climate change adaptation and building momentum towards more inclusive environment protection and sustainable development initiatives.

The purpose of the Accounts Officer role at GPSA is to ensure accurate financial record-keeping, compliance with tax/regulatory requirements, and efficient day-to-day financial operations while supporting budgeting, reporting, and audit processes.

### **What we can offer you:**

Greenpeace South Asia is a small but growing regional office with a friendly, motivated and high performing professional team who are all here for the right reasons. We believe, together we can build an impactful regional office that plays a vital role in the sector.

- Remote Location: this position is a home-based position with travel to South Asia region
- Flexible Hours: More control when you work and make room for the rest of your life
- Agency: Be an active part of designing a newly established regional office
- Personal Development: You'll be encouraged to develop both personally and professionally, taking advantage of the wide range of learning and development opportunities available to Greenpeace staff worldwide.

### **Whom we're looking for:**

The Accounts Officer is expected to possess a solid understanding of accounting principles, financial reporting, and regulatory compliance. The ideal candidate should have

- Part qualified in Chartered Accountancy / AAT full qualification
- At least 3 year experience in similar role

The individual should demonstrate strong analytical skills, attention to detail, and the ability to manage multiple tasks under tight deadlines. Excellent communication and interpersonal skills are required to effectively collaborate with internal departments, auditors, and external stakeholders. Integrity, discretion, and a commitment to accuracy and confidentiality are fundamental to this role.

We believe people gain seniority and expertise on the job, what really matters is the soft skills and openness to learn and work collaboratively with the team. Therefore, someone who has a few of these is well suited to exceed in this role:

**In this role you will:**

- Financial Record Keeping & Reporting
  - Maintain accurate general ledger entries and accounting records in the accounting system
  - Prepare monthly financial statements (P&L, Balance Sheet, Cash Flow).
  - Reconcile bank accounts, AR/AP, and intercompany transactions
- Budgeting & Cost Control
  - Annual budget preparation and variance analysis.
  - Monitor departmental spending against budgets.
- Tax & Compliance
  - Calculate and deduct WHT, and other taxes per local laws.
  - File timely returns (income tax, WHT) with the IRD.
  - Support internal/external audits.
- Cash Flow & Treasury
  - Process payments (suppliers, payroll, expenses)
  - Forecast short-term liquidity needs.
  - Manage petty cash and bank reconciliations
- Other accounts related activities
  - Maintenance of financial databases, filing systems
  - Maintain records of fixed assets at GPSA
  - Coordinate with banks, auditors and statutory institutes

**For further details about the role, please see the full job description [here](#)**

**To Apply:**

Greenpeace is an equal opportunity employer with a longstanding commitment of providing a work environment that respects the dignity and worth of each individual. We recognise and value the benefits and strengths that diversity brings to our employees and the whole organisation and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, colour, disability, ethnicity, family or marital status, gender identity or expression, national origin, political affiliation, race, religion, sex, sexual orientation and would like to invite you especially to apply!

To apply please [CLICK here](#).

If you have any questions about this vacancy or the application process, please email us at [cgpsa@greenpeace.org](mailto:cgpsa@greenpeace.org). Please note that all applications have to be filled out via the website and cannot be submitted via this email.

**CLOSING DATE: 23:59 (IST), 30th July 2025**